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Equip. Supplies

NOV 21 1957

MEMORANDUM TO: Deputy Director (Support)

SUBJECT : Inventory of the Building Supply Officer
Property-in-Use Account

REFERENCE : Audit Staff - Report to Director of Central
Intelligence for Fiscal Year Ended
30 June 1957, Paragraph 15

This Staff Study recommends action by the Deputy Director (Support). Such recommended action is contained in Paragraph 5.

1. PROBLEM:

To determine the feasibility of taking an inventory of the Building Supply Officer Property-in-Use Account in the immediate future.

2. FACTS BEARING ON THE PROBLEM:

- a. The Building Supply Officer Property-in-Use Account is the largest and most complex property-in-use account in the Agency, totaling some [REDACTED] as of 30 April 1957. 25X1A1a
- b. Over 3,000 different types of items, each with a different stock number and nomenclature, are charged to this account.
- c. This materiel is spread throughout [REDACTED] Agency 25X9A2 occupied buildings in the Washington area.
- d. The presence of guards during the time each exit is open, and the use of authenticated Property Passes to remove materiel from Agency premises provides reasonable assurance that CIA non-expendable property remains in Agency custody.

3. DISCUSSION:

- a. There are two alternative methods of taking a physical inventory of the materiel in this account in the immediate future:
 - (1). Require each responsible individual at the Branch or Section Chief level to conduct an inventory of the materiel located in the office space under his control on a given date. See Tab "Discussion".
 - (2). Augment the Building Supply Officer Staff with teams of trained inventory specialists who would move from building to building to complete the physical count. See Tab "Discussion".

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- b. A third alternative would be to postpone an inventory of this account until such time as the move is made to the new Headquarters building. At this time, crews of trained personnel could accurately identify and tally the materiel. See Tab "Discussion".
4. **CONCLUSIONS:**
- a. Because of existing controls in the form of exit guards and the use of Property Passes to permit materiel egress, the property in this account is adequately safeguarded from loss under existing conditions.
- b. A physical inventory of this materiel taken by the using individuals would take the least time, but would be difficult to reconcile because of inaccurate identification of items.
- c. An inventory by trained personnel from the Supply Division, OL, would result in accurate identification. However, because of the limited number of such personnel available, such an inventory would take an excessive time and be difficult of reconciliation because of office movements and materiel transactions during the lengthy period required to make the count.
- d. An inventory when we move to the new Headquarters building will allow accurate identification and counting of the materiel at the lowest cost in time and personnel.
5. **RECOMMENDATION:**
That the Office of Logistics be authorized to postpone periodic inventorying of the Building Supply Officer Property-in-Use Account until such time as the Agency moves into the new Headquarters building.

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Acting Director of Logistics

The recommendation in paragraph 5 is approved:

NOV 26 1957

Date

Signed

L. K. WHITE
Deputy Director
(Support)

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